

## **Program A: Administrative**

Program Authorization: La. Constitution Article IV, Sections 7 and 14, and Article XIII, Section 1; R.S. 6:55(b)4; R.S. 17:932; R.S. 18:23-26; R.S. 23:1371-1372; R.S. 37:741-744(C), 801.5, 1401(A), 3490-3493; R.S. 49:151, 206 et seq., 968; R.S. 51:1251; R.S. 9: 2446-2447; R.S. 32:1253; R.S. 35:15.2, 71 et seq., 192, 201, 325, 391; R.S. 40:1299, 52.2; R.S. 42:162, 1162; RS. 24:173-174, 207-208, 254; R.S. 25:126; R.S. 43:19, 23-24, 81, 87, 150, 174, 231-232 R.S. 36:501, 504

### **Program Description**

The mission of the Administrative Program is two fold: (1) To assist the Secretary of State in carrying out his duties of his office by providing the legal, financial and management control services for the department and its various programs; and (2) as Keeper all activities within the department; to provide for general management and supervision of department finances and financial operations; and to provide legal, financial and management control services for the department and its various programs; and (2) as Keeper of the Great Seal, attest to the Governor's signatures on Executive Orders and pardons, issue commissions for elected and appointed officials in the State; record and maintain information relative to individual wills, and produce various publications as required by Louisiana Law. The Administrative Program goal is to provide the Department with the leadership and management necessary to meet its Program's objectives while performing the constitutional and statutory responsibilities of the Secretary of State and the Department of State.

## RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 2000-2001	ACT 12 2001-2002	EXISTING 2001-2002	CONTINUATION 2002-2003	RECOMMENDED 2002-2003	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$0	\$0	\$0	\$0	\$9,507	\$9,507
STATE GENERAL FUND BY:						
Interagency Transfers	0	0	0	0	0	0
Fees & Self-gen. Revenues	2,835,727	3,370,303	3,370,303	3,454,268	3,322,427	(47,876)
Statutory Dedications	0	0	0	10,566	10,566	10,566
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	<u><u>\$2,835,727</u></u>	<u><u>\$3,370,303</u></u>	<u><u>\$3,370,303</u></u>	<u><u>\$3,464,834</u></u>	<u><u>\$3,342,500</u></u>	<u><u>(\$27,803)</u></u>
EXPENDITURES & REQUEST:						
Salaries	\$1,498,122	\$1,618,052	\$1,618,052	\$1,655,567	\$1,584,485	(\$33,567)
Other Compensation	35,621	38,209	38,209	38,209	38,209	0
Related Benefits	385,405	421,298	421,298	437,285	432,399	11,101
Total Operating Expenses	636,582	1,110,866	1,110,866	979,377	795,992	(314,874)
Professional Services	0	0	0	0	0	0
Total Other Charges	126,119	181,878	181,878	316,896	453,915	272,037
Total Acq. & Major Repairs	153,878	0	0	37,500	37,500	37,500
TOTAL EXPENDITURES AND REQUEST	<u><u>\$2,835,727</u></u>	<u><u>\$3,370,303</u></u>	<u><u>\$3,370,303</u></u>	<u><u>\$3,464,834</u></u>	<u><u>\$3,342,500</u></u>	<u><u>(\$27,803)</u></u>
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	34	35	35	35	33	(2)
Unclassified	5	4	4	4	4	0
TOTAL	<u><u>39</u></u>	<u><u>39</u></u>	<u><u>39</u></u>	<u><u>39</u></u>	<u><u>37</u></u>	<u><u>(2)</u></u>

## SOURCE OF FUNDING

This program is funded with State General Fund, Fees and Self-generated Revenues and Statutory Dedications. The Fees and Self-generated Revenues are derived from the following: (1) a \$60 filing fee relative to domestic corporations; (2) a \$100 filing fee relative to foreign corporations; (3) a \$25 filing fee for annual reports relative to domestic and foreign corporations; and (4) charges for other services such as registering trademarks and partnerships, providing certificates of good standing, and providing copies and certified copies of any requested documents. The Statutory Dedications are from the Deficit Elimination/Capital Outlay Escrow Replenishment Fund (Per R.S.39:137) (Per R.S. 39:36B.(8), see table below for a listing of expenditures out of each Statutory Dedicated fund).

	<b>ACTUAL</b>	<b>ACT 12</b>	<b>EXISTING</b>	<b>CONTINUATION</b>	<b>RECOMMENDED</b>	<b>RECOMMENDED</b>
	<b>2000-2001</b>	<b>2001-2002</b>	<b>2001-2002</b>	<b>2002-2003</b>	<b>2002-2003</b>	<b>OVER/(UNDER)</b>
						<b>EXISTING</b>
Deficit Elimination Fund	\$0	\$0	\$0	\$10,566	\$10,566	\$10,566

## MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$0	\$3,370,303	39	ACT 12 FISCAL YEAR 2001-2002
			BA-7 TRANSACTIONS:
\$0	\$0	0	None
\$0	\$3,370,303	39	EXISTING OPERATING BUDGET - December 20, 2001
\$0	\$22,384	0	Annualization of FY 2001-2002 Classified State Employees Merit Increase
\$0	\$20,552	0	Classified State Employees Merit Increases for FY 2002-2003
\$0	\$2,688	0	Risk Management Adjustment
\$0	\$37,500	0	Acquisitions & Major Repairs
\$0	(\$1,040)	0	Legislative Auditor Fees
\$0	\$1,881	0	UPS Fees
\$0	\$51,499	0	Salary Base Adjustment
\$0	(\$38,926)	0	Attrition Adjustment
\$0	(\$48,493)	0	Salary Funding from Other Line Items
\$0	\$10,566	0	Group Insurance Adjustment
\$0	(\$95,921)	(2)	Gubernatorial Position Reduction
\$9,507	\$9,507	0	Funding for Capitol Park security costs
\$9,507	\$3,342,500	37	TOTAL RECOMMENDED
\$0	\$0	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$9,507	\$3,342,500	37	BASE EXECUTIVE BUDGET FISCAL YEAR 2002-2003
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$9,507	\$3,342,500	37	GRAND TOTAL RECOMMENDED

## **PROFESSIONAL SERVICES**

This program does not have any funding for Professional Services for Fiscal Year 2002-2003.

**OTHER CHARGES**

\$87,054	Attorney General for Legal Services
\$20,500	Civil Service
\$29,326	Treasury, Banking Service Fees
\$9,077	UPS Fees
\$38,953	Legislative Auditor Fees
\$134,177	Risk Management
\$125,321	OTM Fees
\$9,507	Capitol Security Fees
<b>\$453,915</b>	<b>TOTAL OTHER CHARGES</b>

## **ACQUISITIONS AND MAJOR REPAIRS**

\$37,500 Replacement of 15 personal computers and printers

**\$37,500 TOTAL ACQUISITIONS AND MAJOR REPAIRS**